

### **FORESTRY DEPARTMENT MANAGER**

**DEFINITION:** Under general direction, performs work of considerable difficulty with responsibility to manage the forestry program of the Navajo Nation; plans, directs, and coordinates a number of forest programs consisting of professional, scientific, and managerial activities; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Develops scientific plans and standards for the overall forestry department and projected projects; develops procedures and guidelines to improve forest resource use, development and protection; establishes, integrates and maintains continuity among respective forestry programs, projects, and other natural resource programs of the Navajo Nation engaged in the conservation and management of tribal resources; prepares departmental budget and execution; manages development of policy changes in response to budget appropriations or legislated changes.

Assures overall forestry operation are in compliance with established federal forest policies and objectives; reviews and evaluates forest management accomplishments through established reporting systems; develops and implements internal control mechanisms, procedures and guidelines to maintain departmental accountability; meets with representatives of major organizational levels of federal and state agencies engaged in forest and woodlands management and with legislative and executive officials of the Navajo Nation government.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of the broad range of forestry principles and practices applicable to forest management, protection and utilization including the economic value and contribution of forests and forest products to the Navajo Nation.

Knowledge of the principles and practices of natural resource conservation, forest product harvesting methods and market outlets.

Knowledge of other natural resource and land use programs which relate closely to forestry.

Knowledge of budget planning principles and practices.

Skill in analyzing problem areas, identifying issues and recommending effective remedial action.

Skill in planning, organizing, coordinating and directing staff of professional and technical employees while concurrently administering several related tasks/functions, programs and projects.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work is performed both indoors and outdoors with exposure to a variety of adverse weather conditions.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Forestry or Natural Resources Management or a closely related field; and eight (8) years of increasingly responsible experience in forest management, two (2) years of which must have been in a supervisory capacity.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.